



**Berlin Borough School District  
Regular Meeting of the Board of Education**

**Date:** November 20, 2014  
**Time:** 7:00 p.m.  
**Location:** Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**MINUTES**

**I. PUBLIC SESSION**

**A. Meeting Called to Order** - Mr. Guerere presiding

**B. Statement of Open Meeting Compliance**

The *New Jersey Open Public Meetings Act* was enacted to insure the right of the public to have advance notice of and to attend the meeting of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Berlin Borough Board of Education has caused notice of this meeting to be published by having the date, time, and place published in the Central Record and posted in the Berlin Community School, the Berlin Community School Website, ([www.bcsberlin.k12.nj.us](http://www.bcsberlin.k12.nj.us)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

**Present**

Susan Bobb  
Kristin Braidwood  
Karen Costanzo  
Nick Guerere  
Rebecca Holland  
Kristine Height-arrived at 7pm  
Dennis Quinn  
Fran Viscome

**Absent**

Linda Welte

**E. Presentations**

1. June 30, 2014 CAFR Report: Rob Inverso, Inverso and Stewart, LLC

**F. Student Recognition**

Mr. Havers, Principal congratulated each of the student and invited them to read a brief auto biography that they had prepared.

1. Students of the month:

Grade 5:	Nathan Donnelly
Grade 6:	Adalie Clothier
Grade 7:	Shubham Patel
Grade 8:	Samantha Adams



**Berlin Borough School District  
Regular Meeting of the Board of Education**

2. Student report – student body representative: Alyssa Manuola

Good Evening Ladies and Gentlemen. My name is Alyssa Manuola and I am the Vice President here at Berlin Community School. I am here to talk to you about Student Government’s upcoming events. Recently, the BCS community has shown their generosity with the success of the Student Government Breakfast Buddies Food Drive for the Ronald McDonald House. The drive ended on October 26<sup>th</sup> with over 1,000 items donated. Student Government Representatives delivered the supplies and toured through the Ronald McDonald House in Camden on Wednesday, October 29<sup>th</sup>. Volunteers at the House told us it was the largest food donation ever received. Furthermore, the first dance was a huge success and was a record turnout! We also collected Breakfast Buddies at the dance. We have an upcoming Dance on December 12<sup>th</sup>. We will be collecting wrapping paper for the needy Berlin families. Additionally, we will be selling Candy Cane Grams during lunches to raise funds for needy families. Moreover, Student Government has been working the School Store in homeroom and during 4<sup>th</sup> period. Thank you for listening and have a great night.

**G. Public Participation – Agenda Items Only**

This is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name, address, and phone number for the record. The Board will hear your concerns. The Board may or may not take action this evening. You will be notified either at this meeting, by letter, or telephone, of any action the Board does take.

**H. Approval of Minutes**

**Motion: Mrs. Costanzo, seconded by Mrs. Bobb to approve the minutes for:**

**Roll Call – 6 Yes - Motion passed**

1. October 16, 2014 Regular Meeting and Executive Session

**I. Correspondence**

**Motion: Mr. Quinn, seconded by Mrs. Bobb to approve the following Correspondence for:**

**Call Vote - Unanimous Yes - Motion passed**

1. NJ Schools Insurance Group Safety Award
2. Angelo’s Pizza

**J. Facilities - FYI**

1. Business Administrator’s Report: Frank Domin

**K. Finance: Mr. Frank Domin**

**Motion: Mrs. Costanzo, seconded by Mrs. Braidwood to approve Finance items 1 through 13.**

**Roll Call - Unanimous Yes - Motion passed**



**Berlin Borough School District  
Regular Meeting of the Board of Education**

1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for September 30, 2014.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for September 30, 2014.
3. Monthly Budgetary Certification.  
Motion to approve monthly budgetary certification.
  - a. **Certification of Board Secretary**  
Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of October 31, 2014, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Berlin Borough Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23A-16.10(a) 1.
  - b. **Certification of Board of Education**  
Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of October 31, 2014 and after review of the Secretary’s Monthly Financial Report and the Treasurer’s Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board’s knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a) 1 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
  - c. In accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that anticipated revenue has changed for the month ending November 30, 2014 as follows:  
Increased/Decreased state aid: (\$0.00)
4. Transfers.  
Motion to approve transfers for the month of September 30, 2014.
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for October 31, 2014.
6. Approval of Bills.  
Recommend bills to be paid as of November 20, 2014, in the amount of \$274,301.16.
7. Student Activity Report.  
Motion to approve Student Activity Report for September 30, 2014.
8. Donations:  
Motion to accept the following donations, as of November 20, 2014:

Donation	Group Offering	Amount/ Value
Monica Shallow is requesting for Shoprite gift cards for 31 families/ 52 children McKinney Vento (homeless) during the holidays.	BCHSA	\$620.00
Rachael Coolick has requested funding from 6th grade Kids Fund Author Ty Drago visit to 6 <sup>th</sup> grade language arts classes. The author is scheduled for October 21 <sup>st</sup> and will speak to 4 6 <sup>th</sup> grade language art classes. He will discuss his writing process and the rewards of chasing ones dreams and do a Q& A session.	BCHSA	\$300.00
Matt Jenkins is requesting monies for visual aides to enhance both the old gym and cafeteria. A lunchroom behavior poster, gym rules poster	BCHSA	\$38.85



**Berlin Borough School District  
Regular Meeting of the Board of Education**

and citizenship poster.		
Laura Behnke and Joe Bowen are requesting funding for breakfast foods and paper products to host a breakfast for staff members and families' members of staff who are US veterans.	BCHSA	\$200.00
Matt Jenkins is requesting funding for 6 Voit Tuff balls to update the damaged P.E. equipment.	BCHSA	\$144.99
3 <sup>rd</sup> grade is requesting Kids Fund money (\$250 per classroom for four 3 <sup>rd</sup> grade classes) for Lakeshore learning activities.	BCHSA	\$1000.00

9. Educational Instruction Services. Motion to approve Inspira Health Center of Bridgeton, NJ to provide educational instruction services for homebound student at \$40.00 per hour.
10. CAFR Audit Report.  
Motion, seconded by to accept the FY 14 Audit Report (as presented by auditor Robert Inverso of Inverso and Stewart, LLC .) with the Board's Corrective Action Plan below:
  - A. Move that the Board accept the 2013-2014 Comprehensive Annual Financial Report as presented and move that the Audit Summary be received as read in accordance with N.J.S.A. 18A:23-4 and 5 and further move that the Secretary be instructed to comply with the recommendations contained herein.
  - B. Recommend approval of the Corrective Action Plan as read and filed in the minutes for submission to the Department of Education.

**Corrective Action Plan:**

  1. The Application for State School Aid will receive additional edit checks for final submission. The business Administrator will verify that LEP student list and LEP low income list are cross checked.
11. Flexible Spending Account Agreement. Motion to amend Flexible Spending Account agreement to reflect current IRS changes allowing for employees to elect to carry over up to \$500 into the new plan year.
12. Budget Calendar. Motion to accept the 2015-2016 budget calendar.
13. Child Study Team Consultants. Motion to approve the updated list of Child Study Team Consultants.

**II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone**

**A. For Your Information**

1. PARCC Update
2. NJASK Assessment Data
3. AchieveNJ Update
4. iPad 1:1 Initiative
5. Algebra 1 for 8<sup>th</sup> Graders
6. Media Center Update
7. Berlin Multi-Family LLC (Development)

**B. Program Reports**

**Motion: Mrs. Costanzo, seconded by Mr. Quinn to approve program reports 1 through 5.  
Call Vote - Unanimous Yes - Motion passed**



**Berlin Borough School District  
Regular Meeting of the Board of Education**

1. Principal's Report: Mr. Havers
2. Special Education Report: Mrs. Lindsay
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update

**C. Superintendent's Monthly Report**

**Motion:** Mrs. Viscome, seconded by Mrs. Contanzo to approve Superintendents report.

**Roll Call** - Unanimous yes - Motion Passed

**D. Policy**

1. First Reading.

**Policy Second Reading/Public Hearing**

**Motion** Mrs. Height, seconded by Mrs. Braidwood to approve the following 13 policies for second reading.

**Roll Call** - Unanimous Yes - Motion passed

2. Second Reading/Public Hearing.

- 1522 School-level Planning (M) (Abolished)
- 2340 Field Trips
- 2468 Independent Educational Evaluations
- 5305 Health Services Personnel (Revised)
- 5306 Health Services to Nonpublic Schools (M) (Revised)
- 5308 Student Health Records (M) (Revised)
- 5310 Health Services (M) (Revised)
- 5339 Screening for Dyslexia (M) (New)
- 5410 Promotion and Retention
- 5411 Promotion from Eight Grade
- 5530 Substance Abuse (M) (Revised)
- 5600 Student Discipline/Code of Conduct (M) (Revised)
- 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)

**E. Administration**

**Motion:** Mrs. Constanzo, seconded by Mrs. Holland to approve Administration items 1 to 5.

**Roll Call** - Unanimous Yes - Motion passed

1. Nursing Services Plan. Motion to approve the 2014-2015 Nursing Services Plan.
2. Wrestling Schedule. Motion to approve the 2014-2015 Wrestling Schedule.
3. Gibbsboro Student Wrestlers. Motion to approve allowing Gibbsboro students to participate in the BCS Wrestling program.
4. Interim Hiring Authorizations. Motion to authorize the Superintendent to hire in the interim (no



## Berlin Borough School District Regular Meeting of the Board of Education

December meeting,) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the January Board of Education meeting.

### F. Personnel

**Motion:** Mrs. Viscome, seconded by Mrs. Bobb to approve the attached Personnel items 1.

**Roll Call** – unanimous yes - Motion passed

1. Personnel Report.  
Motion to approve the attached Personnel Report.

### G. Facilities

1. Drills: Fire      November 11, 2014      2:50 p.m.  
                  Fire      October 20, 2014      9:23 a.m.

### H. Public Participation – No One Came Forward

## III. NONPUBLIC EXECUTIVE SESSION - None

In accordance with the NJ Open Public Meetings Act, the Berlin Borough School District desires to discuss certain matters in closed session described in the aforementioned law, pertaining to student matters. The Berlin Borough School District Board of Education will disclose the discussion topic of the closed session at a public meeting as soon as possible. The Berlin Borough School District shall now enter a closed session for an approximate time limit of 30 minutes.

## IV. NEW BUSINESS

1. **Motion:** Mrs. Viscome, seconded by Mrs. Height to approve resolution #2, 11-14, AUTHORIZING AND APPROVING THE SCHOOL DISTRICT'S PARTICIPATION IN THE MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE OF THE SECURITIES AND EXCHANGE COMMISSION; AND AUTHORIZING AND APPROVING CERTAIN ACTIONS as required.

**Roll Call** – unanimous yes - Motion passed

**Motion:** Mrs. Viscome, seconded by Mrs. Height to enter into a Interlocal Services Agreement with Gibbsborro BOE for Facility Director Services, December 1, 2014, through June 30, 2015.

## VI. MEETING ADJOURNED

**MOTION:** Mr. Quinn, seconded by Mrs. Viscome to Adjourn Meeting at 7:55 pm.

**Call Vote** – unanimous yes - Motion passed



**Berlin Borough School District  
Regular Meeting of the Board of Education**

Next Meeting: **REORGANIZATION**  
January 8, 2014  
Location: Media Center  
Time: 6:30 p.m.

**Regular Meeting**  
January 8, 2015  
Media Center  
7:00 p.m.